

Civil Service Commission

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday March 26, 2014 @ 9:00 A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION
Arthur Chapman, President
Wayne Caruthers, Vice President
Robert Bergman
Betsey Nash, SPHR
William Tappan

MINUTES

Present: President Arthur Chapman, Vice President Wayne Caruthers, Commissioner Robert Bergman, Commissioner Betsey Nash

Absent: Commissioner William Tappan

Staff: Acting Commission Secretary Mark McKibben, Commission Clerk Robin Mason

Counsel: Acting Commission Counsel Nina Negranti

1. Call to Order/ Flag Salute/ Roll Call

President Chapman called the meeting to order at 9:00 A.M. and led the flag salute.

2. Public Comment Period

President Chapman addressed the audience asking for anyone wishing to speak to the Commission during the Public Comment Period on any matter that is not listed on today's agenda. Being none, President Chapman closed the Public Comment Period.

3. Minutes

February 26, 2014 – Regular

Commissioner Nash suggested a correction to the February minutes: she abstained from voting at the February meeting because she was absent from the January meeting. Commissioner Tappan was also absent so abstained. Commissioner Bergman made a motion to approve the February 26, 2014 minutes as amended. Commissioner Caruthers seconded. The motion carried 4-0-1 (Commissioner Tappan was absent).

4. Job Class Specifications – Revised

a. Appraiser Trainee, I, II, III

Personnel Analyst Mark McKibben: introduced Charron Sparks from the Assessor's Office and explained that the Assessor's Internal Management action team identified the need for revision to the job specification. He asked if there were any questions from the Commission.

Charron Sparks, Assessor's Office: addressed the Commission regarding the revised specification series and clarified the need for the revised specification. She stated that the Assessor's Office's internal management team identified the need for the specification revision as it relates to succession planning and the need to remain competitive.

Civil Service Commission

Mark McKibben: invited questions from the Commission.

Commissioner Bergman: inquired regarding turnover within the series.

Charron Sparks, Assessor's Office: responded to Commissioner Bergman's question regarding turnover due to retirements and stated they recently filled 17 positions in a very short time frame and addressed the limitations caused by this.

President asked for public comment; there was no public comment.

Commissioner Caruthers: made a motion to approve the specification revision.

Commissioner Nash: seconded; the motion carried 4-0-1.

b. Supervising Appraiser

Mark McKibben: addressed the Commission regarding the revised specification. The Commission had no comments or questions.

Commissioner Caruthers: moved to approve as written.

Commissioner Nash: seconded. The motion carried 4-0-1.

5. Job Class Specifications – New

a. Geographic Information Systems Analyst I, II, III

Mark McKibben: introduced Desiree Ramos, Information Technology/General Services Agency and presented the reason for the new specifications. The revision affects multiple departments such as the Assessor's Office, Clerk-Recorder's Office, General Services and the Health Agency. He indicated that the process included the GIS COI (Community of Interest), a steering committee consisting of Department Heads from the respective departments.

Commissioner Caruthers: asked if it is intended that there be shared resources across departments and agencies in the County.

Mr. McKibben referred Mr. Caruthers to the Strategic Plan and responded that data and technology are shared resources and must be centralized and consistent though he stated that some departments have a unique need for the new specification.

Ms. Ramos: addressed Mr. Caruthers' question regarding shared resources as it relates to strategic planning for the years 2008-2012 and the hybrid model that was recommended by the consultant who recommended immediate implementation.

Commissioner Bergman: asked how many employees are to be hired.

Civil Service Commission

Mr. McKibben: responded that there are currently eight positions allocated.

Ms. Ramos: stated that the Board of Supervisors approved the Strategic Plan as part of the Countywide Strategic Plan in 2008.

Mr. McKibben: indicated that Labor Relations is looking at salary and that all positions would be represented by SLOCEA and that there is no expectation that this would change.

Commissioner Bergman: asked regarding the language “after normal work hours” on page 5a-7.

Ms. Ramos: clarified that IT fills roles for emergency services after hours, which is a specialized task.

President Chapman: asked regarding page 5a-2 and offered a correction. Additionally, he clarified the specifics of the word “assists” in the Education requirements. He recommended a break in the proceedings so the change could be made; the Commission adjourned for a short break; the change was made.

Upon reconvening, President Chapman: discussed the proposed classification and page 5a-6.

Mr. McKibben: recommended that the Minimum Qualifications be broadened after consulting with Ms. Ramos and Kami Griffin, Planning. He presented changes to page 5a-6 regarding the GIS Analyst I Education requirement.

President Chapman: asked if Ms. Ramos was comfortable with the changes.

Ms. Ramos: responded that she was comfortable with the Education requirement verbiage regarding “course work.”

President Chapman: asked for Public Comment.

Ms. Kimm Daniels, SLOCEA: responded that SLOCEA worked with Human Resources very closely regarding the specification revision and she agreed with the changes.

Ms. Nash: addressed page 5b-6.

Commissioner Bergman: moved to approve as amended.

Commissioner Caruthers: seconded. The motion passed 4-0-1.

Job Class Specifications – New

b. Senior Geographic Information Systems Analyst

Mr. McKibben: commented regarding page 5b-5, the change in Education requirements (Attachment B).

Commissioner Caruthers: Suggested that the title be spelled out when recruiting for the position.

Civil Service Commission

Mr. McKibben: commented that there is flexibility when creating publications and advertising for the recruitment.

President Chapman: asked for public comment. There was no public comment.

Commissioner Caruthers: made a motion to approve the specification as revised.

Commissioner Nash seconded. The motion carried 4-0-1.

6.

a. Commission President

President Chapman: no report.

b. Commission Counsel

Nina Negranti: no report.

c. Commission Secretary

Mark McKibben: reported that Ms. Douglas-Schatz was currently out of the office attending a CPAAC conference. He reported that there is a need for May hearing dates for classification study appeals to be heard by the Commission. He indicated that Mr. Simas would be available the weeks of May 5 and 19.

Commissioner Bergman: indicated that the Commission would be available May 7 and 21.

7. Adjournment

Being no further business, the meeting was adjourned by President Chapman at 10:05 A.M.

** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*